Whangarei Flying Club Inc.

Flight Operations Manual

Version 1.0

March 2012

Index

INDEX 1

1 INTRODUCTION 4

1.1 Overview 4

1.2 Location 4

1.3 The Club Committee 4

2 FLIGHT OPERATIONS STAFF 5

2.1 Flight Instructors 5

2.2 Chief Flying Instructor (CFI) 5

2.3 Maintenance Inspection Authority (IA) 5

2.4 Operated by Volunteers 5

3 GENERAL OPERATIONAL POLICIES 5

3.1 Apron Area 5

3.2 Apron Access 6

3.3 Boarding and Deplaning 6

3.4 Thirty Days Policy 6

3.5 Pre-Flight Log 6

3.6 Requirements to Fly an Aircraft 6

3.7 Fuelling Procedures 1

3.8 Oil Check and Top-up 1

3.9 Smoking 1

3.10 Engine Starting 1

3.11 Securing Aircraft Doors 2

3.12 Taxi Procedures 2

3.13 Parking and Securing Aircraft 2
3.14 Aircraft Insurance 2
3.15 Unauthorised Instruction 2
3.16 Flights for Hire or Reward 2
3.17 Aircraft Maintenance at the Club 2
3.18 Aircraft Maintenance away from Base 2
3.19 Right to Refuse Service 3
3.20 Clothing Recommendations and Restrictions 3
3.21 Club Premises Security 3
3.22 Airmanship 3
3.23 What is Airmanship? 3

4 IN-FLIGHT OPERATIONS 3

4.1 Aerodrome Requirements 3
4.2 Pre-flight Actions 4
4.3 Fuel Reserves 4
4.4 Noise Abatement 4
4.5 Minimum Safe Altitudes 4
4.6 Use of the Low Flying Zone 4
4.7 Simulated Engine Failures 4
4.8 Formation Flying 5
4.9 Spins 5
4.10 Aerobatics 5
4.11 Over Water Operations 5
4.12 Flight into known icing and poor weather conditions 5
4.13 Local Parachute Operations 5
4.14 Air New Zealand aircraft 5

4.15 Suspicious Activity....5

5 NOVICE / STUDENT PILOTS....6

5.1 General Policies....6

5.2 Student Check-in Time....6

5.3 No Show Policy....6

5.4 Practise Areas....6

5.5 Prohibited Areas....6

5.6 Passengers on solo flights....6

6 SAFETY PROGRAM....6

6.1 Introduction....6

6.2 Authority and Responsibility....7

6.3 Reporting Accidents and Incidents....7

6.4 Notification Procedure....7

6.5 Civil Aviation Authority Notification....7

6.6 What to do at an Accident Scene....8

6.7 What is an Accident or Incident?....8

6.8 Miscellaneous Events....8

7 AIRCRAFT BOOKING AND SCHEDULING....9

7.1 Online Aircraft Booking System....9

7.2 Booking Guidelines....9

7.3 Rental Minimums....9

8 CONCLUSION....10

1 INTRODUCTION

1.1 Overview

The purpose of the Flight Operations Manual is to outline the policies and procedures of the Whangarei Flying Club as it relates to flying operations. All flying members, licensed pilots and Novice pilots (students) are expected to read and become familiar with this entire manual. Please note that in this manual licensed pilots and Novice pilots (students) are referred to as pilots unless specifically referred to as students or others.

Failure to comply with any section may result in suspension or dismissal from the club, revocation of aircraft rental privileges, and/or enforcement action by the Civil Aviation Authority (CAA).

In addition to the policies and procedures contained herein, all flight and training operations must be conducted in accordance with:

- Whangarei Flying Club's Training Course Outlines.
- Whangarei Flying Club rules
- Applicable Aircraft's Flight Manual
- Aircraft's Checklists
- CAA's regulations and Practical Test Standards

1.2 Location

The Whangarei Flying Club is located at:

Hangar 10
Onerahi Airport
Handforth Street
Whangarei

Club rooms and hangar phone number is 09-4364053

1.3 The Club Committee

The Committee are responsible for overseeing all administration operations at the Whangarei Flying Club. They are available for any questions, concerns, or complaints. The current committee are:

• Bruce MacKenzie	President	021-377998 or 09-4344460
• Bob Foster	Vice president	027-4919810
• John Christenhusz	Secretary	09-4331185
• Sheila MacKenzie	Treasurer	09-4344460
• Brian Nash	Club Captain	021-2553276 or 09-4334763
• Drew Barlow	Newsletter	021-731747 or 09-4361797
• June Billings	Committee member	09-4365616
• David Clack	Committee member	021590687 or 09-4191370
• Jack Maxwell	Committee member	09-4361113
• Mark Norgate	Committee member	09-4354027
• Shaun Sutherland	Chief Flying Instructor	027-2201343

2 FLIGHT OPERATIONS STAFF

2.1 Flight Instructors

Flight Instructors are responsible for conducting ground and flight training in a professional and courteous manner, overseen by our club's Chief Flight Instructor. Our Instructors are:

- Shaun Sutherland (CFI) 027-2201343
- Neil Foreman 021-948810
- Bob Foster (ATO) 027-4919810
- Jack Maxwell 09-4361113
- Wayne Walters 021-2101149
- Neil Campbell – Backup Instructor 021-635920
- Lou De Flou – Ground school examinations moderator 09-4343305

2.2 Chief Flying Instructor (CFI)

The Chief Flight Instructor is responsible for managing all aspects of the flight department, including the strict adherence to all policies, procedures, and regulations. The CFI is overseen by the Whangarei Flying Club Committee. The CFI at present is:

- Shaun Sutherland 0272201343

The Chief Flying Instructor's decision on any flying operations matter is final. If you do not agree with any decision made by the CFI you may appeal that decision by making a formal written appeal to the committee. The committee will consider that appeal and may investigate the decision by using the disputes resolution procedure detailed in the Whangarei Flying Clubs rules. This may include inter-alia peer review, independent suitably qualified advice and advice from regulating bodies. Whilst this review is in progress the decision is question will remain in force.

2.3 Maintenance Inspection Authority (IA)

The Maintenance Inspection Authority is/are responsible for ensuring that the club aircraft are maintained in accordance with the aircraft service manual and in accordance with the Civil Aviation rules and standards within part 149. The Maintenance Inspection Authority is overseen by the committee. The current IA's are:

- Jack Maxwell 09-4361113
- Mark Norgate 09-4354027

2.4 Operated by Volunteers

As the operation of the Whangarei Flying Club is entirely based on voluntary work performed by our members (this includes Instructors and Maintenance Inspection Authority workers), members are requested to respect the time constraints of these people with regard to your flight training and other associated business.

3 GENERAL OPERATIONAL POLICIES

3.1 Apron Area

The apron area in front of the hangar is potentially hazardous and safety must be the prime consideration when conducting activities in this area. People walking on the apron are strongly advised to walk behind propeller aircraft to prevent injury from unexpected engine starts. Always be aware of all activities around you whilst on the apron and try to make eye contact with cockpit crews and equipment operators

to acknowledge their awareness of your presence. Running is prohibited on the apron at all times unless it is imperative for personal safety.

3.2 Apron Access

Only flying pilots and their passengers are allowed on the apron. No other members of the public, family or friends are allowed on the apron. Public viewing areas are available from the car park or on the grass area just after the main terminal building. Access to the hangar is permitted however all non-flying personal must not venture onto the apron.

3.3 Boarding and Deplaning

Because of the inherent danger associated with spinning propellers, no one will approach, board, or deplane from a Whangarei Flying Club aircraft with the engine running. The exception to this is Instructors deplaning whilst sending a student solo.

3.4 Thirty Days Policy

In the interests of safety, the Whangarei Flying Club has a so called '30 days policy'. This specifies that any pilot who would like to take an aircraft to go flying, and has not flown within the proceeding 30 days, will be required to have a dual check-flight with an instructor prior their flight.

3.5 Pre-Flight Log

All pilots are required to complete the Pre-Flight Log before take-off (located in the hangar). The form contains the following fields:

- Date
- PIC
- POB
- Student Training
- Aircraft
- Currency:
  Aircraft Rating
  Medical
  RAANZ/SAC
  BFR
  30 Days
- Flight Intention
- Fuel
- Start time
- Expected return
- Signature
- Back again
- Any problems detected

A copy of this form can be found in appendix A.

3.6 Requirements to Fly an Aircraft

Any pilot flying any Whangarei Flying Club's aircraft must satisfy the following requirements:

- Be a paid up member of the Whangarei Flying Club.
- Be a paid up member of RAANZ and/or SAC.
- Hold the appropriate micro-light pilot's certificate for the flight to be undertaken.
- Hold appropriate ratings for the specific aircraft to be rented.
- Hold a current medical certificate.
- Complete the Pre-Flight Log form located in the hangar (refer to paragraph 3.5).
- Comply with the club's '30 days' policy (refer to paragraph 3.4).
- Have filed a flight plan or made provision for a flight following service. (Note that completing the field 'intentions' on the Pre-Flight Log form is not an acceptable flight following service.) Flights within the Whangarei MBZ do not required a flight plan or flight following service.
- Have accessed all appropriate weather information and only flies in VFR conditions during daylight hours.
- Have checked all Notams and advisories relevant to the flight to be undertaken.
- Have completed all navigation and pre-flight tasks relevant to the flight to be undertaken.
- Have ensured that they have not consumed alcohol or drugs in the preceding 8 hours before flight.
- Have ensured that the aircraft is fit for flight in all respects including checking the defect list located in the hangar.
- Have completed a thorough pre-flight check in accordance with the approved checklist.

3.7 Fuelling Procedures

Fuelling operations are potentially dangerous and pilots are asked to verify that all aircraft electrical switches, including the ignition, are off prior to fuelling. When fuelling operations are being conducted, pilots and passengers are prohibited from being on board. Refuelling operations are only to be done on the apron area unless it is raining. In this case fuelling in the hangar is acceptable but ensure that the aircraft wings are as close to the hangar doors as possible. Hangar doors must be open at all times during refuelling. No smoking and no open flames are permitted. All cell phones and electrical devices such as iPods, handheld transceivers, GPS's etc. must be switched off during refuelling. Please fill the tanks to a point that is 20mm below the cap level. This will ensure that the tanks are not overfilled with the resultant loss of fuel due to expansion.

The Whangarei Flying Club aircraft operate on standard 95/98 Octane Mo Gas. Please do not use Avgas unless in an emergency or standard Mo gas is unavailable. If you have had to use Avgas for any reason please advise the Maintenance Inspection Authority or your Instructor.

Fuel is stored in the wooden shed outside the hangar. Ask your instructor for the location of the key to the padlock. When you have finished your refuelling, ensure the shed is locked and the key is returned.

In the event that you need to purchase fuel away from the Whangarei airfield, there is a BP and Z-energy Avgas fuel card located in the aircraft. Should you purchase fuel yourself however keep your receipt and pass it on to our treasurer on your return, who will reimburse you within 7 working days.

All fuel on board the aircraft must be sampled before flight to check for the presence of water or other impurities. If any impurities are found, please keep the sample and submit that to the Maintenance Inspection Authority for investigation. Continue to sample the fuel until no more impurities are present.

Pilots are expected to refuel the aircraft on their return should the remaining fuel be less than half tanks.

3.8 Oil Check and Top-up

Should the oil level read low, the prop should be turned over anti clockwise by hand (usually approx. 10 to 20 turns) until a gurgling noise is heard from the engine oil reservoir. (Please ensure ignition switches and master switch are off.) If after this the oil level is still low the matter should be reported to a Maintenance Inspection Authority or an Instructor.
In case the oil level appears to be too low, no pilot is to top up the oil or undertake any further flight unless authorised by a Maintenance Inspection Authority or an Instructor. Note: Overfilling the oil may result in serious engine damage.

3.9 Smoking

The Whangarei Flying Club operates a no smoking policy and smoking is strictly prohibited in all areas of our club property and within 10 metres of any club aircraft.

3.10 Engine Starting

Before starting any engine on the apron, all pilots must verify that the propeller area is clear, including the propeller blast area behind the aircraft. Immediately before starting pilots are asked to announce "clear prop" in a loud voice.
Additionally, if another aircraft is being fuelled in the immediate area, engine start should be delayed until their operation has been completed.

In case the engine does not start within 2 or 3 attempts, DO NOT keep starting the engine as it may result in flooding and the risk of damaging the engine's starter-motor clutch.

All pilots are prohibited from hand starting any Whangarei Flying Club associated aircraft. If there is any problem in starting any aircraft, please notify the Maintenance Inspection Authority or your Instructor.
Note: Micro-light aircraft generally have a reduction gearbox which doesn't allow this practise. However the club may, from time to time have aircraft online that this rule will apply to.

3.11 Securing Aircraft Doors

During starting and ground operations the aircraft doors are susceptible to damage if they are not properly secured. In order to prevent damage to the door stop mechanism, we ask that you close the doors completely before engine start and during ground operations. If however, ventilation is required within the cabin during start-up and taxi, we ask that you manually support the door with your hand.

3.12 Taxi Procedures

The speed limit of a safe taxi operation always depends on the environment. In congested areas, such as the apron, the appropriate speed should be comparable to a brisk walk. In less congested areas, the appropriate taxi speed is that which gives the pilot safe, positive control at all times.

3.13 Parking and Securing Aircraft

When parking aircraft (either on the apron or elsewhere), pilots should exercise extreme caution to ensure adequate clearance between aircraft and vehicles and buildings.
In case the aircraft is parked outside to stay there for a longer period of time (e.g. on another airfield), the pilot is responsible for properly securing the aircraft with chocks and/or tie downs.
Don't for get to:

- Set the park brake
- All electrical switches including masters and ignition switches should be turned off
- Switch of Avionics
- Remove all rubbish and personal items from the aircraft
- Close both side window vents
- Headsets should be placed on the back rests of the seats and
- Seat belts should be untangled, folded and placed into the seat belt receptacle.

3.14 Aircraft Insurance

The Whangarei Flying Club ensures that all aircraft are comprehensively insured. All pilots in command are to ensure that each flight they undertake in the club aircraft is legal and in accordance with the club rules and all applicable CAA rules and regulations. This is to ensure that the aircraft insurance policies are not compromised. If the pilot in command does compromise the insurance policy by not adhering to the rules detailed above then the cost of any damage will be at that pilot's expense.

3.15 Unauthorised Instruction

Flight Instruction in Whangarei Flying Club aircraft is strictly prohibited by flight Instructors or pilots who are not officially appointed as an Instructor by the Whangarei Flying Club. Failure to comply will result in revocation of rental privileges.

3.16 Flights for Hire or Reward

All flights completed shall be for private operations only. No member shall rent a Whangarei Flying Club aircraft with the intention of completing a flight for hire or reward. Cost sharing is permitted as long as the cost is shared equally by all persons on-board the aircraft.

3.17 Aircraft Maintenance at the Club

No person shall perform any maintenance on any Whangarei Flying Club Aircraft. Any maintenance requirements should be referred to the Maintenance Inspection Authority.

3.18 Aircraft Maintenance away from Base

Should the aircraft experience any technical problem away from the Whangarei club base, the problem should be reported to the Chief Flying Instructor and/or the Maintenance Inspection Authority as soon as possible. As all maintenance will need to be authorised by the Whangarei Flying Club's Maintenance Inspection Authority and/or the Chief Flying Instructor, no unauthorised maintenance is to be carried out under any circumstances before approval.

3.19 Right to Refuse Service

The Whangarei Flying Club reserves the right to refuse service to any pilot in case, but is not limited to, the following areas:

- Over-due financial account
- Expired Medical
- Expired SAC or RAANZ
- Pilot was found to be in violation of a CAA or club regulation.
- At the discretion of the committee or Chief Flight Instructor, the member was deemed to be a liability for the Whangarei Flying Club based on his/her present and/or past conduct.

3.20 Clothing Recommendations and Restrictions

All pilots are expected to abide by the following clothing requirements while conducting operations at the Whangarei Flying Club. Please ensure you dress appropriately for the weather conditions on the day. Pilots and passengers are also encouraged to dress to survive and to wear flat soled shoes. Soles should not be too thick as to interfere with rudder feel, however comfortable and durable enough to walk out of the bush in the event of an "unscheduled" landing. Long durable pants are encouraged and the club does not encourage flying in shorts.
Furthermore:

- Tank tops and half-shirts are prohibited.
- Open toe shoes are prohibited, including jandals and sandals.
- Bare feet are not permitted under any circumstances.

3.21 Club Premises Security

All members who access the club premises should ensure that on their exit from the club premises the club is secured correctly.
This includes:

- Close club's front door
- Close all windows
- Close and lock the hangar door
- Switch all lights off
- Shut down computer in the office (if applicable).
- Wash, dry and put away any dishes you may have been using.

This also applies if you are only going for a quick flight. Do not rely on someone else to do this for you.

3.22 Airmanship

At the Whangarei Flying Club we expect you to conduct yourself at a high level and display a high standard of airmanship. We expect that your interactions with other members, committee and Instructors are always polite, respectful and friendly. In return you will be treated in the same manner.

3.23 What is Airmanship?

It's the sum of your attitude and airman skills. It begins with the attitude you have toward yourself and others, and includes your sense of moral and ethical responsibility to both. As an airman, your attitude is integrated with your airman skills, which are, your piloting skills, your technical expertise and understanding of the aircraft you fly, your social skills and your cockpit resource management skills. Your attitude and airman skills determine your level of airmanship and ultimately, your rank among other aviators. Remember: Attitude + Airman Skills = Airmanship.

4 IN-FLIGHT OPERATIONS

4.1 Aerodrome Requirements

All destination airports and aerodromes must have runways that can accommodate the take-off and landing performance of the aircraft being flown. Only aerodromes contained in the AIP volume 4 are permitted destinations. Aerodromes or landing strips not contained in the AIP are strictly prohibited

unless a strip rating has been issued by a Whangarei Flying Club Instructor for this particular landing strip. Strip ratings issued by other clubs or Instructors outside of the Whangarei Flying Club are not acceptable.

4.2 Pre-flight Actions

All pilots are expected to complete a full pre-flight inspection of the aircraft in accordance with the approved check list and flight manual. All weather information must be accessed and pilots must familiarise themselves with all applicable Notams and flight restrictions. As Pilot in command it is your responsibility to ensure you have the information required for a safe flight.

4.3 Fuel Reserves

The Whangarei Flying Club fuel policy requires you to have sufficient fuel on board to reach your destination plus a 45 minute fuel reserve. This is the minimum requirement and we encourage all pilots to always take as much fuel as possible on every flight. Remember; the most useless thing in the world is fuel left on the ground.

4.4 Noise Abatement

Certain airports have noise abatement procedure to minimise disturbances in developed areas. Pilots are advised to follow all published noise abatement procedures unless it is, in the pilot's opinion, hazardous to the safety of the flight. Please consider our neighbours and avoid low flying, circuits and other noise producing operations early in the morning and at other sensitive times.

4.5 Minimum Safe Altitudes

No Whangarei Flying Club aircraft shall be flown over a built up area of lower than 1000 feet AGL or a non-built up area of 500 feet AGL and in accordance with CAA rules as detailed in part 103, unless taking off or on approach to land. A minimum altitude of 3000 feet AGL must be maintained for any training manoeuvre unless otherwise specified in the Training Manual. VFR flight levels must be adhered to en-route, unless cloud or weather dictates a non-standard level.

4.6 Use of the Low Flying Zone

No pilot shall enter any low flying zone unless a Whangarei Flight Instructor is on board the aircraft. The Whangarei Flying Club Instructors have been given blanket authorisation to enter and use this zone by the administrators of this area; Quantum Aviation. Note that using this area is considered a privilege and must not be abused.

All aircraft in any low flying area must ensure that navigation lights, strobe lights and landing lights are switched on at all times. No aircraft is to descend lower than 200 feet AGL in the low flying zone. Radio calls should be made every 5 minutes in accordance with the standard Whangarei MBZ procedures. Only one aircraft is allowed in the low flying zone at any one time. Remain clear of the houses at all times and use this area sensitively and at appropriate times to reduce complaints. Note: residents in this area complain on a regular basis and we do not want to lose access to this area as it is an essential training area and vital to our training syllabus.

4.7 Simulated Engine Failures

Simulated engine failure in club aircraft is only to be practiced with a Whangarei Flying Club Instructor on board. All simulated engine failures shall comply with the following rules:

- Engine failure shall be simulated by simply retarding the throttle.
- Turning off the fuel selector or ignition switches is strictly prohibited.
- Prolonged descents are only to be made over designated airports, or over unpopulated areas to an altitude no lower than 500 feet AGL.
- A go around should be completed no lower than 500 feet AGL.
- Under no circumstances should you attempt to land in the selected landing area.
- A radio call advising intentions should be made prior to the simulated engine failure.
- A further radio call should be made after recovery.
- An engine warm should be completed at least once during the procedure to assist in avoiding possible carburettor icing.

- The intended simulated landing area selected should be free of people and animals to ensure your actions to not cause concern or distress to those on the ground.

4.8 Formation Flying

Formation flying is prohibited in Whangarei Flying Club aircraft unless approved by the Chief Flying Instructor and the pilot is suitably rated.

4.9 Spins

Spins are strictly prohibited in all Whangarei Flying Club aircraft.

4.10 Aerobatics

Aerobatics are strictly prohibited in all Whangarei Flying Club aircraft.

4.11 Over Water Operations

The following rules apply when flying over areas of (extended) water:

- All crew and passengers are to be equipped with suitable life jackets.
- Minimum operation altitude of 1000 feet.
- Always plan flights where possible to be within gliding distance of land.
- In accordance with our aircraft's insurance policy never more than 100nm from the coastline.
- A functioning personal locator beacon should be on-board the aircraft and available at all times. (A personal locater beacon is fitted between the seats of WTF and should be carried on all flights even those that are not over water.)

4.12 Flight into known icing and poor weather conditions

No Whangarei Flying Club aircraft are to be operated into areas where:

- Weather conditions below the VFR met minima are forecasted.
- Where Icing conditions are forecast or probable.

4.13 Local Parachute Operations

The local parachute company, Ballistic Blondes, operates from the orange container adjacent to the grass vector 14/32. Whilst parachuting is taking place we recommend that you avoid overhead re-joins. The jump pilot will notify via radio of their intentions and time to drop. Whilst parachutes are in the air please ensure that there is adequate separation between you and the parachutists at all times. Furthermore; the parachutist have right of way according to the CAA Rules. Delay your approach to land or your take off until all chutes are on the ground. If you are in any doubt contact either Ballistic Blondes base or the jump pilot directly (both on our airfield frequency 118.6 MHz) and seek clarification.

4.14 Air New Zealand aircraft

Please give way to Air New Zealand aircraft (usually referred to as Eagle) that are about to take off or are on approach to land. Air New Zealand will notify you of their intentions via radio. If you are in the circuit and hear over the radio that Air New Zealand's aircraft is more than 10NM from the field simply continue your approach and land. However, if they are within 10NM we recommend that you to hold in a suitable location and give way to these aircraft (notify your intentions over the radio).
When approaching behind a landing or taking off Air New Zealand's aircraft, be aware of the dangers of wake turbulence.

4.15 Suspicious Activity

Any member who observes any suspicious activity is encouraged to report it to the Chief Flying Instructor or other WFC flight Instructor as soon as possible. Alternatively the airport manager Mike Chubb can be contacted on 09-4360047 or 027-536-3635.
If you notice anyone on the operational side of the airport that you think shouldn't be there, approach them and ask them to move to the public side of the airport. If you are challenged in any way seek help from the people listed above or contact the police on 111.

5 NOVICE / STUDENT PILOTS

5.1 General Policies

All novice/student pilots (hereafter referred to as Students) must be authorised by a Whangarei Flying Club Instructor prior to any solo flights. The Instructor who authorises that student is responsible for supervising that student unless another Instructor knowingly and willingly takes over supervision.
Authorization includes:

- That the student has received all required training and endorsements prior to each flight.
- That the student has a current medical.
- That the student has passed a radio exam and acquired a flight telephony certificate.
- That an Instructor remains present at the club during the student's solo flight operations.
- For students to file a VFR flight plan for all cross country flights.
- No student pilots are to exit the Whangarei MBZ during solo exercises unless the exercise is a cross country flight.

5.2 Student Check-in Time

All students who have a dual lesson should check in at least 60 minutes before their allocated flight time to complete pre-flight briefings and pre-flight checks.
If the lesson is to be a dual cross country, the student will have all flight planning, weather acquisition and documentation complete before the lesson start time.

5.3 No Show Policy

In case a student is more than 15 minutes late, and no prior notice is given, it is considered a “no-show” and the student will be charged a no-show flat fee of $25.00. Consideration will be given for extenuating circumstances.

5.4 Practise Areas

Practise areas are anywhere in the Whangarei MBZ, but typically:

- 7 to 12 miles South East of Whangarei near Ruakaka and Waipu. Try and remain seawards of the coast for all manoeuvres.
- 7 to 10 miles East of Whangarei over Ocean Beach.
- 7 to 12 miles North West of Whangarei overhead the Hikurangi swamp area.

5.5 Prohibited Areas

Prohibited practise areas are:

- Within one mile of the refinery at Marsden Point.
- Overhead Whangarei City.
- In the low flying zone.
- Over any densely populated area.
- Overhead the Springfield NDB (approx. 5nm south of the field).

5.6 Passengers on solo flights

No student is to take a passenger on any solo flight under any circumstances.

6 SAFETY PROGRAM

6.1 Introduction

This section outlines the approved Safety Program in use at the Whangarei Flying Club. It describes standard methods of operation that are consistent with generally accepted and established industry practices and procedures. The club is committed to the concept that safety is an integral part of the organisation and strict adherence to this program is considered mandatory.

The Safety Program is applied to, but is not limited to, the following areas:

- Training Course Outlines
- Aircraft Operation and Manoeuvre Manuals
- Flight Standards and Training Methods
- Flight Instructor Training Standards
- Instructor Evaluations
- Student Pilot Evaluations
- Recurrent and Remedial Training Programs
- Aircraft Dispatch Procedures
- Aircraft Maintenance

6.2 Authority and Responsibility

The Chief Flight Instructor and the club Committee have the following authority:

- To define the Whangarei Flying Club's investigative and reporting procedures for accidents, incidents, and hazards.
- To develop the necessary forms and instructions for implementing the club's Safety Program.
- To define and require the reporting of any safety related event.
- To conduct an investigation of any safety related event.
- To request the grounding of any pilot or flight Instructor involved in a safety related event which is under investigation by the Whangarei Flying Club or CAA.
- To represent the Whangarei Flying Club regarding aviation safety matters in dealing with government agencies and professional organisations.
- To promote established aviation safety practices and procedures.
- To distribute aviation safety related information when it becomes available.
- To conduct meetings with Instructor staff to address any safety related issues.

6.3 Reporting Accidents and Incidents

Any accident or incident you are involved in must be reported to the Chief Flying Instructor as soon as possible but no later than 60 minutes after the accident or incident took place or within 60 minutes after landing. If this is not practically possible then within the first practical opportunity to do so.
You are also required by law to notify the CAA of any accidents or incidents as soon as practical. For details refer to paragraph 6.5.

6.4 Notification Procedure

If an accident or incident occurs, the following information needs to be relayed to the Chief Flying Instructor. If the CFI is not available at the time, notification should be made to another Whangarei Flying Club Instructor or a senior Committee member:

- Pilot's name and passenger information.
- Summary of any reported or observed injuries or fatalities.
- Extent of any aircraft and/or property damage.
- Location of accident/incident
- Aircraft type and registration.
- Time the accident/incident took place.
- Emergency services and/or government agencies present.
- Whether or not any additional services are needed.

Please note: Pilots should withhold any comments regarding the accident or incident until Whangarei Flying Club staff have been notified. The only exception to this is to the emergency services or an authorised representative of the CAA. Please refrain from making comments to media and members of the public.

6.5 Civil Aviation Authority Notification

You are also required by law to notify the CAA of any accidents or incidents as soon as practical. The following procedure is to be used:

- For serious accidents contact the CAA accident hotline on 0508-222433 immediately and advise them of the situation.
- Download a CAA005 form from the CAA Webb site at www.caa.govt.nz/Accidents_and_Incidents/accidents_and_incidents.htm
- Faxed CAA005 form to the Civil Aviation Authority on 04-5609469.
- Submit a copy of the CAA005 form to the Chief Flying Instructor at the Whangarei Flying Club.

6.6 What to do at an Accident Scene

All pilots should be familiar with the booklet (issued by CAA) called "*How to Deal with an Aircraft Accident Scene*". This booklet can be downloaded from the CAA's web site using the following hyperlink:
http://www.caa.govt.nz/safety_info/How_tos/How_to_Deal_with_an_Aircraft_Accident_Scene.pdf
A summary of this booklet is provided in Appendix B.

6.7 What is an Accident or Incident?

The word Occurrence is used to mean any Accident or Incident. The following definitions of Accidents and Incidents are from the CAA's Act 1990:

Accident – means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked and the engine or any propellers or rotors come to rest, being an occurrence in which a person is fatally or seriously injured as a result of:

- Being in the aircraft; or
- Direct contact with any part of the aircraft, including any part that has become detached from the aircraft; or
- Direct exposure to jet blast

Except when the injuries are self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew; or the aircraft sustains damage or structural failure that:

- Adversely affects the structural strength, performance, or flight characteristics of the aircraft; and
- Would usually require major repair or replacement of the affected component.

Except engine failure or damage that is limited to the engine, its cowlings, or accessories, or damage limited to propellers, wing tips, rotors, antennas, tyres, brakes, fairings, small dents, or puncture holes in the aircraft skin; or the aircraft is missing or is completely inaccessible.

Incident – means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects, or could affect, the safety of operation.

6.8 Miscellaneous Events

The following events may or may not be classified as an accident or incident, however should be reported to CAA in a timely manner:

- When a system defect occurs in flight which adversely affects the handling characteristics of the aircraft, or renders it unsafe to fly.
- When there is a total or partial loss of engine power during any ground or flight operations.
- When there is fire or smoke coming from any part of the aircraft.
- When there is an emergency declared for any reason.
- When safety equipment is found to be defective or inadequate.
- When any part of the aircraft inadvertently leaves the paved surface of any airport during taxi, take-off, or landing.
- When a runway incursion occurs.
- When an unsafe gear indication occurs or the landing gear fails to extend or retract for any reason.
- Anytime the pilot becomes lost or disoriented during a flight.

- Whenever an aircraft limitation is exceeded.
- If a landing takes place on the wrong runway.
- When a loss of braking occurs during landing or ground operations.
- When the aircraft lands with less than required fuel reserves.
- When a near miss, ATC incident, or wake turbulence event occurs.
- When significant turbulence, wind shear, or other severe weather is unexpectedly encountered during flight operations.
- Whenever alcohol or drug use is suspected of a pilot.
- When the aircraft strikes any wildlife or foreign objects.
- Any event where safety standards may have been compromised.

7 AIRCRAFT BOOKING AND SCHEDULING

7.1 Online Aircraft Booking System

The Whangarei Flying Club operates an online aircraft booking system named E-Allocator and can be accessed at *www.eallocator.com*. It allows you to make bookings for a particular aircraft, instructor, date and time, and duration. Access to this website can be made after a login with your user name and password. Login details are administered by our club's secretary.

Should you require an Instructor, prior arrangements must be made with the Instructor before booking the aircraft. Please give them plenty of notice and be respectful of their time constraints.

Ensure you arrive at least 30 minutes before your scheduled time slot in order to complete your pre-flight tasks etc. If you are flying with an Instructor please ensure you arrive at least 60 minutes before your flight in order to complete pre-flight briefings and pre-flight inspections.

7.2 Booking Guidelines

Please do <u>not</u> book any aircraft if you are not sure if you will be flying or not. It is not acceptable to make bookings just to reserve a time slot, preventing other members from booking the aircraft and causing frustration and the resultant loss of revenue for the club. In case you have made a booking and you do decide not to fly after all, please ensure you delete your flight from the booking system as soon as possible so your time slot can be used by someone else.
Please also try to avoid making bookings for extended periods on a Saturdays, as this is the day when a lot of student training and trial flights are completed.

7.3 Rental Minimums

Aircraft rentals will be charged a minimum flight time based on the table below:

Duration of rental	Minimum charge
Less than 4 hours	Nil
4 - 8 hours	1.5 hours
8 - 12 hours	2 hours
12 - 24 hours	3 hours
24 hours and over	2 hours per day

8 CONCLUSION

The Whangarei Flying Club is committed to providing a safe and stimulating environment for their members to pursue their aviation passion. Adherence to the rules and policies contained in this document will ensure that members remain safe and a high standard of operation is maintained. If you have any queries regarding this document please contact the Chief Flying Instructor for clarification.

APPENDIX A - Pre-Flight Log form

WHANGAREI FLYING CLUB										PRE - FLIGHT LOG		All pilots to complete before ALL flights				
					CURRENT											
Date dd-mm-yy	PIC	POB	Student Training	Aircraft	Aircraft Rating	Medical	RAANZ SAC	BFR	30 days	INTENTION	Fuel Ltr	Start time	Expected return	Signature	Back again	Any problem detected
31-5-11	Jo Blog	2	√	WTF	√	√	√	√	√	e.g. Circuits & Local or WR-DA-KO-WR	75	13:00	15:00	J. Blog	√	√
	New forms can be printed from our club's website. Procedure: Login, click Downloads, click Preflight Log. Then select printer options: Print Scaling: NONE and tick box Auto-rotate and center.															

APPENDIX B - CAA Accident Checklist

The following is a summary of action items and considerations that need to be taken into account should you be a witness to (i.e., first on the scene), or be required to attend, an aircraft accident.
What to Do
• Exercise caution in regard to the potential hazards at an aircraft accident site. Do no more than is necessary to preserve life, before seeking advice from the investigating authority on any hazards that may be present.
• In particular, note the state of safety harnesses and positions of occupants as they are extricated.
• Within the limitations imposed by the actions necessary to preserve life, photograph, sketch or make notes of the wreckage disposition before disturbing it.
• Contact the CAA as soon as possible – phone 0508 ACCIDENT (0508 222 433).
• Secure the accident site, including all scattered wreckage, as well as other evidence, such as marks made by the aircraft, ground scars, etc. (Do not attempt to move any scattered wreckage items.)
• Obtain the names, addresses, telephone numbers, and intended movements of witnesses. Note any witnesses who may have photographic or video evidence of the occurrence.

If fatalities occur
• Check with police before any action is taken to remove bodies.
• Check with the investigator in charge, if possible, to determine if there are any special requirements for in-situ pathological examination before the bodies are removed.
If bodies need to be moved before an investigator arrives
• Carefully record the posture and position of each body (preferably with photographs and/or sketches).
• Minimise any disturbance of the wreckage during removal of bodies.
• Do not attempt to restore disturbed wreckage to its original state.
• Do not release the wreckage, or any part of it, to anyone until it is confirmed that the investigating authority has relinquished custody of the wreckage.

Need more help?
The CAA's Safety Investigation Unit is always happy to discuss any queries you may have.

Safety Investigation Unit
Civil Aviation Authority
P O Box 31 441
Lower Hutt
Tel: 0–4–560 9400
Fax: 0–4–560 9469
Email: ca005@caa.govt.nz